Classification

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS/OL/PSD 2

1. TITLE OF REPORT (if a fill-in report include Form No.) Summer and Winter Leave Schedules	2. TYPE OF REPORT		STATISTICAL
		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING		X	ADMIN. GENERAL
	LOGISTICS	SECURITY			OTHER (specify)
	MEDICAL	FINANCE			

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
4	Semiannually	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memorandum		YES	IF YES GIVE ADP PROCESSING NO.	LI 20-8 dtd 9 January 1968
	X	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report) Office of the Chief, PSD	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-16	$ 14.04		5 min.		$ 1.15		2		$ 2.30
GS-15	12.84		5 min.		1.05		2		2.10
GS-10	6.10		5 min.		.50		2		1.00
GS-7	4.28		5 min.		.35		2		.70

B. COSTS OF COMPUTER PRODUCED REPORTS

None				

TOTAL COSTS PER YEAR	$ 6.10

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To facilitate advance orderly planning insuring adequate coverage of Logistics operations.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
X RETAIN AS IS OTHER (explain) CHANGE DISCONTINUE	None	None

16. DATE OF INVENTORY 8 OCT 1970	...ATION	18. EXTENSION

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FORM 142
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